



# VEHICLES



Business Name & Address: \_\_\_\_\_ Property Name/PIC: \_\_\_\_\_

Audit Team: \_\_\_\_\_ Audit Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Plant description: \_\_\_\_\_ Make / Model: \_\_\_\_\_ Asset ID # (if applicable) \_\_\_\_\_

RISK CALCULATOR	LIKELIHOOD – The likelihood of the exposure causing injury to a person given the frequency of exposure				
	ALMOST CERTAIN <i>Is expected to occur in most circumstances</i>	LIKELY <i>Will probably occur in most circumstances</i>	POSSIBLE <i>Might occur at sometime</i>	UNLIKELY <i>Could occur at sometime</i>	RARE <i>May occur in exceptional circumstances</i>
<b>CONSEQUENCES</b> How severely could it hurt someone					
<b>CATASTROPHIC</b> <i>Death or permanent disability</i>	EXTREME	EXTREME	EXTREME	EXTREME	HIGH
<b>MAJOR</b> <i>Serious bodily injury</i>	EXTREME	EXTREME	EXTREME	HIGH	HIGH
<b>MODERATE</b> <i>Casualty Treatment</i>	EXTREME	HIGH	HIGH	MODERATE	MODERATE
<b>MINOR</b> <i>First aid only, no lost time</i>	HIGH	HIGH	MODERATE	LOW	LOW
<b>INSIGNIFICANT</b> <i>No injuries</i>	HIGH	MODERATE	LOW	LOW	LOW

RISK CLASS	ACTION REQUIRED
OK or Not Applicable	No Foreseeable Risk - <b>OK</b> for now; <b>Review</b> if any equipment/people/materials/work methods or procedures change. <b>Or</b> this particular inspection item is <b>Not Applicable</b> to this workplace
EXTREME	<b>Extreme Risk - Act Now Do something about these risks immediately.</b> Stop the task until the hazard is controlled and the risk managed.
HIGH	<b>High Risk - Act As Soon As Possible.</b> Do something to manage these risks as soon as possible. Consultant with Management
MODERATE	<b>Moderate Risk -</b> Develop a <b>PLAN</b> to manage these risks / note any suggestions on how the risk might be managed.
LOW	<b>OK</b> for now <b>Review</b> if any equipment/people/materials/work methods or procedures change.



<b>IDENTIFIED HAZARDS</b>	OK or NA	<b>EXTREME (Act Now)</b>	<b>HIGH (Act ASAP)</b>	<b>MODERATE (Plan)</b>	<b>LOW (Review)</b>
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<b>IDENTIFIED HAZARDS</b>	OK or NA	<b>EXTREME (Act Now)</b>	<b>HIGH (Act ASAP)</b>	<b>MODERATE (Plan)</b>	<b>LOW (Review)</b>
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<b>AGRICULTURAL MOTOCYCLES / ATVs</b>					
1. Are operator manuals available for each motorcycle and ATV used on the property?					
2. Are operators of motorcycles / ATVs assessed to determine their riding competency for the task to be undertaken?					
3. Is rider training provided where a risk assessment has identified a need?					
4. Are riders of ATVs and Motorcycles suitably instructed in their safe use around livestock?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
5. Is a risk assessment carried out to determine if the loading of the ATV with spray tanks, tool boxes or other loads will alter the safe riding characteristics of the machine?					
6. Is there a documented policy regarding the maximum load capacity of an ATVs' front and rear carriers for use on the property?					
7. Is routine servicing and pre-operational checks undertaken on all motorcycles / ATVs?					
8. Are helmets available for use on all motorcycles / ATVs, and is there a policy regarding their use?					
9. Is there a documented policy that prohibits children from operating ATVs?					
10. Is there a documented policy regarding maximum speed limits for motorcycles / ATVs on the property?					
11. Is there a documented policy that restricts the use of ATVs by children to vehicles that are suitably designed for the specific age of the child?					
12. If ATVs are fitted with chemical application tanks and spray equipment are they serviced and washed down after the spray application is complete?					
13. Are chemical spray tanks removed from ATVs when the vehicle is not being used for chemical application?					
<b>VEHICLE OPERATIONS – 4WDS, Trucks, Utes and other Property Vehicles</b>					
14. Are daily pre-operational checks of vehicles carried out for the following:					
a) Radiator water level					
b) Engine oil level					
c) Fuel level					
d) Tyre inflation and damage assessment (including the spare)					
e) Brake lines; check for damage or leaks.					
f) Windscreen clean					
g) Jacks and tyre changing tools are in the vehicle					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
h) UHF radio is serviceable (if fitted)					
15. Is the vehicle equipped with sufficient potable water for the occupants for the duration of the task?					
16. Are drivers trained and assessed as competent to operate the relevant vehicles for the job activity?					
17. Are persons who are unlicensed or under age to obtain a drivers licence restricted to the type of vehicle they may operate off-road on the property?					
18. Is there a known policy in place; that prohibits persons from riding in the back of utilities or other types of vehicles unless the activity is deemed to be a “specific work activity”?					
19. Has a documented risk assessment and a procedural policy been implemented for those “specific work activities” that may require a person to operate in an unrestrained manner from the back of a vehicle, in certain operational circumstances? (I.e. fire fighting from the back of a Ute)?					
20. Is there a procedure for assessment of new and existing workers to ascertain their level of skill to operate vehicles in a safe and competent manner?					
21. Is there a known policy of wearing seatbelts in all vehicles irrespective of where the vehicle is being operated?					
22. Is there a zero alcohol policy in place for persons operating vehicles and machinery in the workplace?					
23. Are persons, who may be taking prescription medications required to inform their supervisor if they are required to operate machinery or vehicles?					
24. Are vehicles serviced on a regular basis with a particular emphasis on the main safety components; including tyres, steering and brakes?					
25. Are all property vehicles fitted with a First-Aid kit?					
<b>Operational Policy- General</b>					
26. Is there a general policy of ascertaining a persons’ competency to operate relevant vehicles for the specific job task?					
27. Are operators who are under training, adequately supervised until such times as they are deemed competent to operate the relevant vehicles?					
28. Are operators instructed to check for pedestrian traffic and children who may be present in the work area?					
29. When maintenance is being performed, is there a tag-out system to prevent the inadvertent operation of the					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
equipment by another person?					
30. Are regular reviews of vehicle safe operating procedures conducted in consultation with operators and other workers?					
31. Is there a known policy that employees are aware of the road or terrain conditions over which they are going to travel before they commence the task?					
32. Is there a known policy that requires persons operating vehicles (particularly in remote areas) to inform their supervisor or other responsible persons of their intended activities and to report arrival or task completion times?					
33. Is there a known policy of remaining with the vehicle (particularly in remote areas) in the event of breakdown or if the vehicle becomes bogged or otherwise prevented from reaching its destination?					
34. Are vehicle operations discussed at regular safety meetings?					

**ADDITIONAL HAZARDS**

35.					
36.					
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41.					
42.					

**RISK ASSESSMENT AND MANAGEMENT RECORD**

**HIERARCHY OF CONTROLS PLANNED OR IMPLEMENTED**

Item #	Date	Identified Hazard	Assessed Risk Level	Control 1 Eliminate	Control 2 Substitute	Control 3 Isolate or Guard	Control 4 Redesign or Engineering	Control 5 Administration	Control 6 PPE

IMPLEMENTATION AND CONTROL SHEET						
Item #	RISK MANAGEMENT ACTION REQUIRED	Responsible Person	Cost \$	Target Date	Date Actioned	Revised Risk Level after Action